

A.D. 10.4, Volunteer and Recreation Services

Prepared for signature 6/17/98 - effective 8/3/98

1. Policy. The Department shall provide meaningful opportunities for citizen involvement to supplement programs and services.
2. Authority and References.
 - A. Connecticut General Statutes, Section 18-81.
 - B. Connecticut General Assembly, June 1991, Special Session, Public Act 91-14.
 - C. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-1G-01 through 2-CO-1G-08 and 2-CO-1G-10.
 - D. American Correctional Association, Standards for Adult Probation and Parole Field Services, Second Edition, March 1981, Standards 2-3202 through 2-3208.
 - E. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4015 and 3-4111 through 3-4119.
 - F. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-1A-15 and 3-ALDF-1G-01 through 3-ALDF-1G-09.
 - G. Administrative Directives 1.6, Monthly and Annual Reports; 2.7, Training and Staff Development; 5.3, Life and Fire Safety; 5.4, Toxic Materials and Hazardous Communication Protocol; and 9.5, Code of Penal Discipline.
3. Definitions. For the purposes stated herein the following definitions apply:
 - A. Director of Volunteer Services. An employee responsible for directing the Department's statewide volunteer services program.
 - B. Short Term Volunteer. A volunteer engaged in a specific time restricted activity.
 - C. Unit Volunteer Coordinator. An employee responsible to coordinate volunteer activities in a correctional unit.
 - D. Volunteer Programs Manager. An employee responsible for recruitment, screening and training of volunteers and inmates within a complex.
4. Director of Volunteer Services. The Director of Volunteer Services shall report to the Director of Programs and Services and shall:
 - A. Ensure that citizen involvement may be accommodated in correctional facilities and publicly funded community release programs.
 - B. Formulate program goals and objectives.
 - C. Establish written policy and guidelines to maintain uniform standards for direct service and program administration.
 - D. Develop recruitment, training and organizational material to facilitate the coordination of the Department's employees for volunteer services.
 - E. Provide information and technical assistance to facility and community administrators to develop services best suited to their needs.

- F. Maintain information and data on agency volunteers.
 - G. Audit unit volunteer programs and provide a written evaluation, including recommendations for corrective action.
 - H. Maintain liaison with other public and not-for-profit agencies which may provide services for victims of crimes, Department staff or inmates.
 - I. Prepare monthly reports and other written appraisals of the implementation of volunteer services programs.
5. Volunteer Program Manager. Each Volunteer Program Manager shall report to a Complex Warden, Facility Administrator or the Director of Volunteer Services and shall:
- A. Maintain information for use in developing volunteer programs, services, events or activities within an assigned region.
 - B. Conduct needs assessments and coordinate volunteer recruitment campaigns within complex area.
 - C. Conduct volunteer applicant interviews to evaluate abilities and skills and recommend action on program participation.
 - D. Coordinate regional orientation programs for new volunteers.
 - E. Coordinate in-service training for volunteers.
 - F. Ensure that identification cards for all approved volunteers are completed.
 - G. Prepare the Annual Program Plan for authorization by the Director of Volunteer Services in joint consultation the Deputy Commissioners.
6. Unit Volunteer Coordinator. Each Facility Administrator shall appoint a Unit Volunteer Coordinator in consultation with the Director of Volunteer Services or the Program Manager. The Unit Volunteer Coordinator shall:
- A. Ensure that authorized photo identification cards and facility visitor passes are completed for all volunteers.
 - B. Promote the development of volunteer positions and inmate program involvement.
 - C. Develop and maintain a monthly calendar of volunteer program activities to be posted in appropriate control, program and housing.
 - D. Provide pre-service Safety and Security Orientation and/or Site Sensitization visit for all volunteers.
 - E. Maintain a list of approved volunteers to facilitate entry into each facility or program.
7. Volunteer Activities. Programs may include, but shall not be limited to:
- A. Addiction Services;
 - B. Basic Educational Services; and
 - C. Chaplaincy Services.
8. Volunteer Application. Any individual who seeks to volunteer shall complete an application for Volunteer Services, CN 100401, Attachment A, and a Volunteer Memorandum of Understanding, CN 100402, Attachment B. Applicants are screened for suitability and a criminal history

background check shall be completed before any potential volunteer is admitted. Application materials and a recommendation of the applicant shall be forwarded to the Director of Volunteer Services for review and decision regarding approval to participate.

A. Basic Criteria. Any volunteer applicant shall be considered on the basis of maturity, dependability interest and overall background. Any applicant who seeks to provide professional services shall provide credentials and/or certification by an appropriate organization, college or university. A current or ex-offender shall be precluded from routine participation as a volunteer. However, a current or ex-offender may request permission to participate in writing through the Director of Volunteer Services who shall review such request for:

1. severity and nature of the offense and sentence;
2. likelihood of ongoing criminal behaviors and ideation; and
3. discharge from supervision or oversight by any component of the criminal justice system.

The Director of Volunteer Services shall make a recommendation to the Deputy Commissioner of Programs, who shall make final determination.

B. Review and Decision. The Director of Volunteer Services shall conduct a background check on the applicant prior to approval or denial of the applicant. The Director of Volunteer Services shall notify an applicant of the decision in writing and shall forward the decision and applicant data on Volunteer Services Registration Card, CN 100403, Attachment C, to the appropriate complex Volunteer Programs Manager and Volunteer Coordinator.

C. Short Term Volunteer. A Short Term Volunteer shall be approved for a specific activity by the Facility Administrator or designee.

D. Exclusion. The Department reserves the right to approve or deny any volunteer for any purpose,

9. Insurance. The Director of Volunteer Services shall ensure that approved volunteers receive insurance coverage as provided by state and agency regulations.

10. Volunteer Training. An active volunteer shall be trained in accordance with Administrative Directive 2.7, Training and Staff Development. Additional training may be offered at the discretion of the Director of Volunteer Services.

11. Volunteer Identification Cards. Each approved volunteer shall be provided an identification card authorized by the Director of Volunteer Services. Such cards shall permit the volunteer to participate in any approved volunteer program at any Department of Correction location with the prior approval of the Unit Administrator. The identification card shall include the volunteer's:

- A. Name;
- B. Photograph;
- C. Social Security number;
- D. Date of birth; and

- E. Expiration date five (5) years after the date of each volunteer's completion of required training.
12. Volunteer Handbook. A new volunteer shall be provided a "Volunteer Handbook" which shall contain, at a minimum:
- A. The Department's Mission Statement and functions of the volunteer services unit.
 - B. Guidelines for risk-management, safety and security of volunteers.
 - C. Information about the roles of volunteers and opportunities for service.
13. Volunteer Suspension. A volunteer or activity may be suspended or canceled for any purpose consistent with good order, security or operations. The Director of Volunteer Services shall investigate the suspension of a volunteer to determine the appropriateness of the decision. A volunteer or organization may appeal a termination to the Director of Facility Programs.
14. Volunteer Activity Schedule. Volunteer Program Managers and Unit Volunteer Coordinators shall post a schedule of volunteer activities at each facility as appropriate.
15. Recreation Program Organization. The Deputy Commissioner of Programs shall authorize the development of correctional recreation programs in collaboration with the Unified School District Superintendent of Schools and the Director of Program Development.
16. Correctional Recreation Supervisor. The Correctional Recreation supervisor shall:
- A. Establish, coordinate and supervise recreation programs at an assigned facility.
 - B. Procure recreational supplies within established program and budgetary guidelines, and maintain appropriate inventory and records.
 - C. Develop an annual calendar of events and a monthly schedule of activities for review and approval by the Warden.
 - D. Supervise and develop training resources for recreation program assistants.
17. Recreational Activities. Recreation Supervisors shall develop activities consistent with the security level and unique needs of each facility. Activities shall be conducted in an orderly manner and shall promote security within the correctional institution. A calendar of monthly activities shall be developed and posted by the Recreation Supervisor.
18. Activity Approval Process. Any staff member may propose a new activity. Each proposal shall include:
- A. Activities which help inmates implement positive lifestyle habits to improve the quality of life, prolong life, and reduce health care costs while incarcerated.
 - B. Physical and passive activities designed to facilitate the many components of health and fitness. These components include, but

are not limited to: cardiovascular risk reduction, nutrition, stress management, addictive behavior control, coordination, spirituality, cancer prevention and safety.

- C. A full description of the proposed activity, including: a designated area, a proposal for the purchase of supplies, materials and equipment, provision for the secure storage of such supplies, and controls for inventory in accordance with Administrative Directive 5.3, Life and Fire Safety and 5.4, Toxic Materials and Hazardous Communication Protocol.
- 19. Behavior Continuum. Participation in recreation programs shall be a privilege. In accordance with Administrative Directive 9.5, Code of Penal Discipline, access to recreational programs with limited admission shall be offered to inmates who have maintained positive behavior and obedience to rules, regulations and staff direction.
 - 20. Recreation Program Evaluation. The Director of Volunteer Services shall audit each facility's recreation program on an annual basis and develop a facility-specific action plan.
 - 21. Reports. Each Recreation Supervisor shall submit a written monthly report and statistics to the Unit Administrator and the Director of Volunteer Services. The Director of Volunteer Services shall submit monthly reports to the Director of Facility Programs in accordance with Administrative Directive 1.6, Monthly and Annual Reports.
 - 22. Exceptions. Any exception to the procedures in this Administrative Directive shall require the prior written approval of the Commissioner.